Submit a Report - Vienna Research Groups

> This manual concerns the system at https://fundingportal.wwtf.at/ (aka the new Funding Portal). Reports for calls prior to 2022 must be submitted through the legacy system https://funding.wwtf.at/

Access the report form:

- Go to https://fundingportal.wwtf.at/ and login with your credentials.
- Click on "MY PROJECTS" in the top menu.
- Click the button "Project Record 1"
- Click on Tab "Reports"
- Click on "Edit Report" (orange button)

> Tabs "Cost Overview" and "Message Board" are not available yet. "Cost Overview" will provide an overview what you have received and spent over the course of the project.

> A PDF of the current status of the report can be created at any time. The button is at the bottom of each page. Use this, for example, to provide your partners with the current status of the report / let them check the information in the report. This PDF will not be saved but created each time by the system.

Report form:

Tab **Basic Information**

Cannot be edited by grantees. It includes basic data about the grant and the report.

Tab **Scientific Report**

- **Highlights** of the reporting period
- **Challenges** during the reporting period
- **Development of the group, integration into the host institution and supporting structures**
  - Please focus on the development and composition of your group and elaborate on the integration into the research environment at the host institution and supporting structures of your university (e.g. mentoring, career coaching, further infrastructure).
- **Career Progress**
  - What it the status of your tenure track progress?
- **Open Science Activities and Data Management**:
  - Please describe if you produce or, in other form, "own" data in your project which can be made open for a secondary use by others? (if you use data only secondary with no rights attached to share them, pls. indicate it (e.g., AMDC data)) and what are your plans so far to make the data acessable according to the FAIR principles?
  - Are there any other open science related activities that your plan to take in the next year / took within the reporting period?
- **Transfer activities**
  - What target groups beyond the academic community might be interested in or use the (potential) results of your research?
- For the report on the "**Project Progress**", please download the template. We provide this section as document in order to allow for figures, charts, etc and for a more detailed report on the project progress according to the work packages. The filled out template should be uploaded as PDF.
- **Abstracts**
  - Lay Summary of Highlights in the Reporting Period: please fill out this section in German language. We use the information provided here for our public relations work.
  - Scientific Abstract: you can, but don't have to update this section.

Tab **Personnel and Institutions**

- Personnel and institutions stated in the contract are already listed. Please fill out this section first, because the data entered here will then be available in the drop downs in the Costs tab.
- The institutions are suggested automatically based on our database. If not available, pls. overwrite the suggestion and press "Enter".
- Persons working on the project have to be added here by name.

Tab **Research Output**

- **Publications resulting from WWTF project so far (i.e. direct output):** Select type of publication. If available, enter DOI first, as it autocompletes the "Year" and "Full Reference" textbox. Check the appropriate boxes that apply to the publication.

> The DOI autocomplete function may not work for all publications that have a DOI. For DOI of the major publication outlets it should work.

> In case that the publication is marked as open access, the DOI number is mandatory. Open Access means that the full text of the article is accessable (no paywall).

If no DOI is available, a new field opens with the possibility to enter a PubMed (PMID) or Arxiv ID. Note that this service should help you to automatically fill in the Full Reference field. It is neither mandatory to fill out that field nor can be guaranteed that it works all the time as we rely on external databases for that purpose. Also note that PubMed Central IDs do not work. Use PMID!

> Please note that the acknowledgement of WWTF as a funder in publications is mandatory. The details how to acknowledge are described in the funding contract.

- **Other high-ranked publications of the WWTF project team, which are closely linked to the topic of the WWTF project:**
  - Please provide information about publications that are not an outcome of the WWTF project in case that they are very relevant for the community and to you. This field is not mandatory. It has no relevance for the reporting on the project itself, but is an opportunity to inform WWTF about other excellent publications of yours.
  - Works the same as for "Direct Output".

- **Career steps of WWTF Vienna Research Group team members:**
  - Please enter career steps of team members. Please indicate how you were directly involved in the career step of your group member.

- **New grants and awards:**
  - Please enter new grants and awards team members have obtained.

- **Teaching:**
  - Please indicate your teaching commitments.

- **Supervision:**
  - Please indicate supervision of theses here.

- **New academic cooperation:**
  - Please enter new academic cooperation that emerged in the context of the WWTF project.

- **Industrial outreach:**
  - Enter information on industrial outreach such as patents.

- **Public outreach:**
  - Please report public outreach activities in the context of the projects such as newspaper reports, workshops, invited talks.
  - If, for example, there was a media report about the project on a specific day, the begin date and end date are the same.

Tab **Costs**

Here, all project expenditures of the projects need to be filled in.

- **Personnel costs:**
  - Click (+) Personnel statistics/costs to add lines.
  - If the contribution was in-kind, please indicate the costs contributed.
  - In case that the FTEs change during the reporting period, generate an extra line via (+) for the respective time period.

- **Non-personnel costs**
  - Report all non-personnel expenditures. Add as many lines as needed. Try to summarize expenditures, e.g. for workshop catering, as per the budget. Not every position must be reported in detail.

- **Non-personnel costs contributed ("in-kind")**
  - **Report on all non-personnel expenditures contributed via in-kind contributions of your institution.**

- **Overheads:**
  - State the amount of overheads the involved institutions have claimed.

> Click "**Submit Report**" in the **Costs Tab** once you have completed the report. After submission, the report cannot be edited anymore. Submitting is only possible if all check marks are set green.

> The Submit Button is only available in the Costs Tab!

Tab **Audit**

Functionality will be added later.

Created 2025-03-21 13:37:13 UTC by Petra Steinkogler
Updated 2025-04-14 13:08:07 UTC by Michael Strassnig